

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">***OPEN UNTIL FILLED***</p> <p style="text-align: center;">Amended: No. of Recruitment has changed from 1 to 2.</p>		広報番号 : Announcement No.	RFD-001-07(OUF)(A)
		募集締切日: Closing Date	1 st Cut Off: 25 Oct 06 10th and 25 th of each month until filled after the 1 st cut off
		発行日: Date of Issue	13 Oct 06
1.職種名 Job title (等級 Grade <u>4</u> / 語学等級 LAD <u>2</u>) Fire Alarm Dispatcher #3111 火災警報発信職 Acceptable trainee level: 3-3 <input type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input checked="" type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical		募集人数 No. of Recruitment	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity CNFJ Regional Fire Department Regional Technical Services Division Kanto Plain Emergency Dispatch Branch 勤務場所 Working Place: : Ikego (May be changed within Yokosuka/Ikego/Yokohama/Atsugi in the future due to operational requirement)		2 名	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (__ヵ月 Months)
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Every Other Day 勤務時間・休憩 Work Hours/Recess Period: 0730 – 0730 or 0700 - 0700, next day <input checked="" type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached task list.			
7.資格要件/身体条件 Qualification/Physical Requirements a. 1 year of specialized experience equivalent at 3-3 level in the related work. b. Must have Telecommunicator I & II certification . c. Skill in operating Radio communications including 9-1-1 emergency telephone calls for Fire, Medical, and Police . d. Ability to make critical decision and follow exact directions from the supervisor . e. Ability to Speak, Read and Write English and Japanese at a native level . *Must not have color blindness and/or weakness. *Must be able to report for duty 24 hours a day, whether public transportation is available or not. *A potentially qualified applicant may be selected at grade 3-3 level as below: a. Must have 1 year of clerical, technical, or administrative work experience in any field, OR 1 year of specialized experience equivalent at 3-2 level in the related work, OR combination of the above experiences for a total of at least 1 year, OR completion of 4-years college/university in any field. b. Must have or be able to obtain Telecommunicator I & II certification within (1) year by enrolling in Department of Defense (DOD) certification program . Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p> <p><input checked="" type="checkbox"/> 外部応募者でハローワークからの紹介者は、ハローワーク紹介状 For applicant referred from Hello Work, "Hello Work Referral Card"</p>	<p>Work in a single office for predetermined time.</p>
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)
*部隊担当者名 Office/POC: Mr. Moritomo, 軍電 (DSN) 243- 3135 ☎直通 046-816-3135 受付時間： 0900 - 1500

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

事務処理欄 For Official Use

PD No.: CNFJ-N01FTKE-003	PD is accurate and current. Certified by Activity: KN	HRO: kw 11/21 yk 11/21
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

FIRE ALARM DISPATCHER #3111-4

Operates central fire alarm systems, telephone equipment, and two-way radio equipment in receiving and transmitting fire alarms, and dispatch of fire fighting personnel, apparatus, and equipment to the scene of a fire in maintenance and repair services on all communication equipment. Renders other incidental services such as ensuring currency of location maps, running cards, building location index, etc., logging fire station activities. The work requires a good knowledge of fire fighting techniques, the locations and availability of apparatus and equipment, fire stations and officials to be notified, etc. The duty also requires a good knowledge of existing Mutual Aid Agreements with surrounding towns, cities, and military installations.

Performs other related or incidental duties as assigned.

(1) Works under general supervision of the Assistant Chief of Fire Alarm/Communication Section.

(2) Receives business telephone calls, and relays calls to the personnel concerned. Act as interpreter/translator for Duty Fire Chief and other fire department officers as needed and/or responds to fire alarm and other emergencies when directed. May get involved in fire fighting.

(3) Does not perform minor maintenance and repair services on communication equipment.